



**HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number: 06-04

10 January 2006

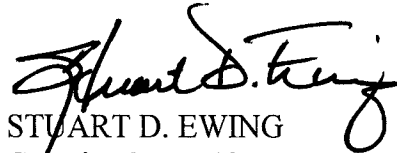
Effective Dates of Personnel Actions

1. Ever wonder why you have to wait until the next pay period for a promotion to become effective? Do you feel you have waited more than long enough and the Human Resources Office (HRO) is being unreasonable? These are common comments heard regarding effective dates of personnel actions. So, how does HRO come up with an effective date? Actually, civilian personnel regulations are very specific about when a personnel action can take place.
2. The Adjutant General has delegated authority to the Human Resources Officer (HRO). No personnel action, except those listed in paragraph 3, will be made effective prior to the date on which the appointing officer has approved the action. By approving the action, the appointing officer certifies that the action meets all legal and regulatory requirements and, in the case of appointments and position changes, that the position to which the employee is being appointed has been established and properly classified. Because of this, the appointing officer cannot sign the personnel action until it has been properly verified by the functional area specialists.
3. Effective dates set without prior approval of the appointing officer are:
 - a. Retirement
 - b. Tenure change
 - c. Change in life insurance
 - d. Detail, extension of detail, or termination of detail
 - e. Change to lower grade following temporary promotion
 - f. Pay adjustment/Within Grade Increase (WGI)
 - g. Termination of grade retention
4. What can you do as a supervisor? Forward all Standard Form (SF) 52's, Request for Personnel Action, to arrive at the HRO at least a MINIMUM OF TWO WEEKS prior to the requested effective date of the personnel action.

SUBJECT: TAAI 06-04, dated 10 January 2006

5. Remember, a requested effective date is just that "requested". The HRO will endeavor to make actions effective on the requested effective date. However, based on when a SF-52 is received or due to problems/missing documents, an effective date may differ from that requested by the supervisor.

6. Direct questions concerning this TAAI to TSgt April Mosher at CAGNET 63598, DSN 466-3598 or (916) 854-3598.



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